

**SECRET**

**DD/S&T 2278-66**

**27 APR 1966**

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Desired Basic Contract Provisions for  
Uniform Reporting**

1. We have established a system which permits us to use automatic data processing procedures to provide us with statistical data on all DD/S&T R&D contracts. This system has been designed so that it can be used for a number of different functions including contract progress monitoring. To further improve the effectiveness of our contract work and to maintain the uniformity in our procedures, certain basic information must be reported by the contractor.

2. On all DD/S&T contracts for R&D, the contractor should provide an estimate of his rate of expenditure throughout the period of the contract, and an estimate of the work which he will have accomplished, including milestones, throughout this contract. The contractor should then report in every 30 days on his progress against the estimate which he provides at the time the contract is placed. It is important that the estimate as well as the reporting be signed by a responsible officer of the company with which we have the contract, since we have been misled at times in the past when reports by personnel who might actually be performing the work fail to include appropriate costing information.

3. We are not concerned about the exact dates on which reports are received so long as they occur at regular 30 day intervals. The contractor may choose any date which is convenient to him for this purpose, but in any event such reports should be in our hands not more than 15 days after the current period reported on.

4. I anticipate that this requirement may come as a considerable

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**

**SECRET**

**DD/S&T 2278-66**  
**Page 2**

check to some of our contractors, and we will be happy to work closely with you in assisting the contractors adjust to this procedure.

**ALBERT D. WHEELON**  
**Deputy Director**  
**for**  
**Science and Technology**

**Distribution:**

- Orig. & 1 - Addressee**
- 1 - DD/S&T Chrono**
- 1 - RCS File**
- 2 - DD/S&T Registry**

25X1A

(27 April 1966)

**SECRET**